

Harwich Water Department
BOARD OF WATER COMMISSIONERS
Meeting on Thursday, August 20th, 2015

Present: Chairman Allin Thompson, Vice Chair Danette Gonsalves, Clerk Gary Carreiro, Superintendent Dan Pelletier, Sr. Billing Administrator Wellesley Marsh, Secretary Tracey Alves

Chairman Thompson called the meeting to order at 7:02 a.m.

The Minutes from August 6th, 2015 will be presented at the next Board meeting for approval.

Superintendent Pelletier gave an update on the WMA Permit Renewal and DEP's Order to Complete.

Superintendent Pelletier spoke to the Board regarding the MRX software that was purchased by the Department and will be used for the upcoming billing cycle. The software provides the capability to read up to 3,000 metered accounts in an hour. In the future, the department may consider quarterly billing.

The Board was presented with an updated pricing structure for meters, read devices and e-coder meters.

The Department will soon be holding a public hearing so that the Rules & Regulations and rate changes for meters, read devices and e-coders can be updated.

Pelletier did some research by speaking with several cape suppliers such as Brewster, Chatham, Dennis and Orleans regarding how they go about testing the large meters in their systems. Orleans was the only town that tests every ten years while the others had no formal ways of testing large meters. Chair Thompson recommended that Harwich begins to test every ten years and that it be forecasted in the budget.

The topic of backflow devices for irrigation systems was discussed. Irrigation systems are required by law to have backflow devices on them. The Department has been working on building its database of water consumers who have irrigation and backflow devices. Currently, commercial account backflow devices are tested regularly by a company the Department contracts called Water Safety Services. Pelletier will contact Water Safety Services to see if they have information on how other towns handle testing residential accounts that have backflow devices on their irrigation systems.

Superintendent Pelletier will be meeting with the company Wonderware, who manufacture the most popular used SCADA software, in an effort to decide if it's something the Department may be interested in.

The Department has been working on cleaning up its Rules & Regulations. A draft has been prepared and of all of the proposed corrections will be presented to the Board at their next meeting.

The Board decided that the public hearing will be held on Thursday, September 17th, 2015. There will be an advertisement placed in the Chronicle to notify the public.

The next agenda will include final review of the proposed changes to the Rules & Regulations as well as the rate sheet for the meters, read devices and e-coder meters.

Vice Chair Gonsalves would like to review the Administration Handbook at the Board meeting on October 1st, 2015.

The Board discussed the topic of dry hydrants. If a hydrant in town is not in service it is covered with a bag to make anyone who views it aware that it is not in working order.

The Board proposed adding the new "No Dogs" policy into the Rules & Regulations.

Sr. Billing Administrator Marsh provided the Board with a billing update.

Clerk Carreiro proposed that a few changes be made to the language used in the Town's proposed Charter changes. The changes will be made and brought back to the Board.

The Board reviewed a request received by 2 Englewood Drive, Unit 5 which asked for the Department to come out to the unit to perform residential water sampling and testing. The Board voted to deny the request with a motion by Vice Chair Gonsalves and a second by Clerk Carreiro; 3-0-0

Lastly, congratulations to Water Department personnel Dave Nicholson and Dana Milan for passing their T2 test!

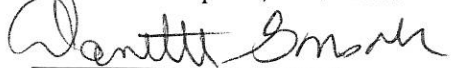
The Board will meet again on Thursday, September 3rd, 2015.

Vice Chairman Gonsalves motioned to adjourn at 8:34 a.m. with a second from Clerk Carreiro; 3-0-0

Respectfully submitted,



Allin P. Thompson, Chairman



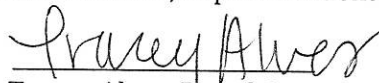
Danette Gonsalves, Vice Chair



Gary Carreiro, Clerk



Dan Pelletier, Superintendent



Tracey Alves, Board Secretary